

VIRGINIA REAL ESTATE BOARD  
EDUCATION COMMITTEE MEETING REPORT

July 18, 2007

The Real Estate Board Education Committee met on Wednesday, July 18, 2007 at the Department of Professional and Occupational Regulation, Richmond, Virginia.

Committee Members present:        Judith Childress, Chair  
                                              Byrl Taylor  
                                              Scott Gaeser  
                                              R. Schaefer Oglesby

Staff Members present:                Kevin Hoeft, Education Administrator

The meeting was called to order at 2:05 p.m.

A motion was made, seconded and approved unanimously to approve the agenda.

The following actions were taken:

A.     5 new proprietary school applications were approved.

1.     Continuing Ed Express LLC, Edina, Minnesota, Ms. Elizabeth Luger
2.     Coaching Institute, Draper, Utah, Mr. Craig Hendricks
3.     BCW2 Corporation, t/a BCW Group, Minneapolis, MN, Martha Webb
4.     FutureLaw, LLC, Richmond, Virginia, Mr. John G. "Chip" Dicks
5.     Supreme Properties Real Estate Academy, Great Falls, Virginia, Mary A. Randle

1 proprietary school application was not approved due to lack of evidence of financial responsibility.

VHA Seminars, Mt. Pleasant, South Carolina, Mr. Howard R. Jones Jr.

B.     185 continuing education course applications were reviewed, of these courses:

72 previously approved courses offered by approved schools were approved.

1. 56662 Fair Housing, 3 hrs Fair Housing, NVAR  
**(Review of instructor)**
2. 56665 Risk Management, 4 hrs Real Estate  
Related, Moseley-Dickinson Academy of Real  
Estate **(Review of instructor)**
3. 56677 Real Estate Investment Fundamentals, 4 hrs  
Real Estate Related, Moseley-Dickinson  
Academy of Real Estate **(Review of  
instructor)**
4. 56678 Environmental Issues, 4 hrs Real Estate  
Related, Moseley-Dickinson Academy of Real  
Estate **(New title)(Review of instructor)**
5. 56681 Real Estate Finance Today, 4 hrs Real  
Estate Related, Moseley-Dickinson Academy  
of Real Estate, **(Review of instructor)**
6. 56684 Red Flags!, 4 hrs Real Estate Related,  
Moseley-Dickinson Academy of Real Estate  
Related, **(Review of instructor)(New title)**
7. 56685 Real Estate & Taxes, 4 hrs Real Estate  
Related, Moseley-Dickinson Academy of Real  
Estate, **(Review of instructor)(New title)**
8. 56686 Property Management, 4 hrs Real Estate  
Related, Moseley-Dickinson Academy of Real  
Estate **(Review of instructor)(New title)**
9. 56687 Introduction to Commercial Real Estate, 4  
hrs Real Estate Related, Moseley-Dickinson  
Academy of Real Estate **(Review of  
instructor)**
10. 56688 Diversity & Doing Business, 4 hrs Real  
Estate Related, Moseley-Dickinson Academy  
of Real Estate **(Review of instructor)**
11. 56689 Buyer Representation, 4 hrs of Real Estate  
Related, Moseley-Dickinson Academy of  
Real Estate **(Review of instructor)(New  
title)**
12. 56704 Commercial Real Estate: Understanding  
Investments, 4 hrs Real Estate Related,  
Moseley-Dickinson Academy of Real Estate  
**(Review of instructor)**
13. 56705 Commercial Continuing Education Set 2,  
8 hrs Real Estate Related, Moseley-  
Dickinson Academy of Real Estate **(Review  
of instructor)**
14. 56706 Commercial CE: Listing Properties, 4 hrs  
Real Estate Related, Moseley-Dickinson  
Academy of Real Estate **(Review of**

- instructor)(New title)**
15. 56707 Commercial Continuing Education Set 1, 8 hrs Real Estate Related, Moseley-Dickinson Academy of Real Estate **(Review of instructor)**
  16. 56708 Ethics and Real Estate, 4 hrs Real Estate Related, Moseley-Dickinson Academy of Real Estate **(Review of instructor)**
  17. 56709 Fair Housing, 4 hrs of Fair Housing, Moseley-Dickinson Academy of Real Estate **(Review of instructor)**
  18. 56710 Risk Management, 4 hrs Real Estate Related, Moseley-Dickinson Academy of Real Estate **(Review of instructor)**
  19. 56713 Contract - Offer To Purchase, 3 hours of Real Estate Contracts, Chesapeake Bay & Rivers School of Real Estate **(Review of Instructor)**
  20. 56715 Required CE Modules, 2 hours of Fair Housing, 3 hours of Ethics & Standard Of Conduct, 1 hour of legal updates, 1 hour of real estate agency, and 1 hour of real estate contracts, Chesapeake Bay & Rivers School of Real Estate **(Review of Instructor)**
  21. 56716 Required CE Modules (Correspondence), 2 hours of Fair Housing, 3 hours of Ethics & Standard of Conduct, 1 hour of legal updates, 1 hour of real estate agency, and 1 hour of real estate contracts, Chesapeake Bay & Rivers School of Real Estate **(Review of Instructor)**
  22. 56717 8 Hour Elective Continuing Education (Online), 8 hours of Real Estate Related, Chesapeake Bay & Rivers School of Real Estate **(Review of Instructor)**
  23. 56718 8 Hour Elective Continuing Education (Correspondence), 8 hours of Real Estate Related, Chesapeake Bay & Rivers School of Real Estate **(Review of Instructor)**
  24. 56719 8 Hour Elective Continuing Education, 8 hours of Real Estate Related, Chesapeake Bay & Rivers School of Real Estate **(Review of Instructor)**
  25. 56720 Required CE Modules (Online), 2 hours of Fair Housing, 3 hours of Ethics & Standard of Conduct, 1 hour of legal updates, 1

- hour of real estate agency, and 1 hour of real estate contracts, Chesapeake Bay & Rivers School of Real Estate **(Review of Instructor)**
26. 56721 Fair Housing, 3 hours of Fair Housing, Chesapeake Bay & Rivers School of Real Estate **(Review of Instructor)**
27. 56723 Ethics, 3 hours of Ethics & Standards of Conduct, Chesapeake Bay & Rivers School of Real Estate **(Review of Instructor)**
28. 56734 Ethics Seminar - Ethics & Standards of Conduct, 3 hrs of Ethics & Standards of Conduct, Montague Miller Real Estate Academy **(Review of instructor)**
29. 56743 Conservation Real Estate Field Course, 4 hours of Real Estate Related, Blue Ridge Real Estate School **(Review of Instructor)**
30. 56745 Conservation Real Estate, 4 hours of Real Estate Related, Blue Ridge Real Estate School **(Review of Instructor)**
31. 56747 Advanced Conservation Real Estate, 4 hours of Real Estate Related, Blue Ridge Real Estate School **(Review of Instructor)**
32. 56749 VA 16-Hour C.E. Online, 2 hrs Fair Housing, 3 hrs Ethics & Standards of Conduct, 1 hr Legal Updates, 1 hr Real Estate Agency, 1 hr Real Estate Contracts, 8 hrs Real Estate Related, Moseley Dickinson Academy of Real Estate **(Review of instructor)**
33. 56750 Three Contingencies: Avoiding the Traps that Lurk, 2 hrs Contracts, New River Valley Association of Realtors **(Review of instructor)**
34. 56752 Office Policy Workshop, 3 hrs Legal Updates, New River Valley Association of Realtors **(Review of instructor)**
35. 56754 Broker Workshop: Reducing Risks and Headaches, 3 hrs Legal Updates, New River Valley Association of Realtors **(Review of instructor)**
36. 56764 Conservation Real Estate, 4 hrs Real Estate Related, New River Valley Association of Realtors **(Review of Instructor)**

37. 56766 Conservation Field Course, 4 hrs Real Estate Related, New River Valley Association of Realtors (**Review of Instructor**)(**New Title**)
38. 56768 Advanced Conservation Real Estate, 4 hrs Real Estate Related, New River Valley Association of Realtors (**Review of Instructor**)
39. 56771 Quality Service Certification, 4 hrs Real Estate Related, Class Act Real Estate Education Center (**Review of Instructor**)
40. 56775 Office Policy Workshop, 2 hrs Legal Updates, New River Valley Association of Realtors (**Review of Instructor**)
41. 56780 Broker Workshop: Reducing Risks and Headaches, 2 hrs Legal Updates, New River Valley Association of Realtors (**Review of Instructor**)
42. 56784 Are We Really Committed to Our Buyers?, 2 hrs Real Estate Agency, New River Valley Association of Realtors (**Review of Instructor**)
43. 56786 Do We Really Love Our Sellers? 1 hr Real Estate Agency, New River Valley Association of Realtors (**Review of Instructor**)
44. 56788 Do We Really Love Our Sellers? 2 hrs Real Estate Agency, New River Valley Association of Realtors (**Review of Instructor**)
45. 56797 Agency Law Demystified with 2007 Changes, 3 hrs Real Estate Agency, NVAR (**Review of Instructors**)(**New title**)
46. 56799 2007 New Agency Law in Virginia, 2 hrs Real Estate Agency, NVAR (**Review of Instructors**)
47. 56800 Bankruptcy and Foreclosure, 2 hrs Real Estate Related, NVAR (**Review of Instructors**)
48. 56802 Title Insurance: What Is It? Why Get It?, 1 hr Real Estate Related, NVAR (**Review of Instructors**)
49. 56804 What Is Delivery?, 1 hr Real Estate Related, NVAR (**Review of Instructors**)
50. 56806 Contract Deed - An Overview of an Alternative Transaction, 2 hrs Real Estate Contracts, NVAR (**Review of Instructors**)

51. 56808 Maximize Property Value and Assist Motivated Sellers, 3 hours of Real Estate Related, Coaching Institute (**Review of Instructors**)
52. 56809 A systematic Approach to Building & Maintaining Client Relationships, 3 hrs of Real Estate Related, Coaching Institute (**Review of Instructors**)
53. 56811 1031 Exchange, 2 hrs Real Estate Related, Chesapeake Bay & Rivers School of RE (**Review of Instructor**)
54. 56813 Listing Process/Property Valuations, 3 hrs Real Estate Related, Chesapeake Bay & Rivers School of RE (**Review of Instructor**)
55. 56814 Business Planning, 2 hrs Real Estate Related, Chesapeake Bay & Rivers School of RE (**Review of Instructor**)
56. 56815 Agency Law, 3 hrs Real Estate Agency, Chesapeake Bay & Rivers School of RE (**Review of Instructor**)
57. 56845 Legal Update & Real Estate Law, 3 hours of Legal Updates, Chesapeake Bay & Rivers School of Real Estate (**Review of Instructor**)
58. 56863 Diversity and Doing Business, 4 hours of Real Estate Related Subjects, Long & Foster Institute of Real Estate (**Review of Instructor**)
59. 56873 Environmental Issues in Your Real Estate Practice, 4 hours of Real Estate Related Subjects, Long & Foster Institute of Real Estate (**Review of Instructor**)
60. 56874 Ethics & Real Estate, 4 hours of Real Estate Related Subjects, Long & Foster Institute of Real Estate (**Review of Instructor**)
61. 56875 Fair Housing, 4 hours of Real Estate Related Subjects, Long & Foster Institute of Real Estate (**Review of Instructor**)
62. 56876 Introduction to Commercial Real Estate Sales, 4 hours of Real Estate Related Subjects, Long & Foster Institute of Real Estate (**Review of Instructor**)
63. 56877 Property Management & Managing Risk, 4 hours of Real Estate Related Subjects, Long & Foster Institute of Real Estate (**Review of Instructor**)

- 64. 56878 Real Estate & Taxes! What Every Agent Should Know, 4 hours of Real Estate Related Subjects, Long & Foster Institute of Real Estate **(Review of Instructor)**
- 65. 56879 Real Estate Finance Today, 4 hours of Real Estate Related Subjects, Long & Foster Institute of Real Estate **(Review of Instructor)**
- 66. 56880 Red Flag Property Inspection Guide, 4 hours of Real Estate Related Subjects, Long & Foster Institute of Real Estate **(Review of Instructor)**
- 67. 56881 Risk Management, 4 hours of Real Estate Related Subjects, Long & Foster Institute of Real Estate **(Review of Instructor)**
- 68. 56915 Are We Really Committed to Our Buyers?, 1 hour of Real Estate Agency, New River Valley School of Real Estate **(Review of Instructor)**
- 69. 56979\* Contracts: Constructing Real Estate Agreements For Your Clients, 3 hours of Real Estate Contracts, Virginia Association of Realtors **(Review of Instructor)\*Instructors Fowler, Freeze and Richmond were not approved.**
- 70. 56981\* Fair Housing: Practices To Improve Your Business and Keep You and Your Clients Out of Trouble, 3 hours of Fair Housing, Virginia Association of Realtors **(Review Of Instructor) )\*Instructors Fowler, Freeze and Richmond were not approved.**
- 71. 56983 The Facts About Underground Storage Tanks, 3 hours of Legal Updates, Virginia Association of Realtors **(Review of Instructor)**
- 72. 56993 From Contract To Closing, 3 hours of Legal Updates, Chesapeake Bay & Rivers School of Real Estate **(Review of Instructor)(New Title)**

103 original applications for courses offered by approved schools were considered. Of these, 88 were approved outright, 8 were approved with reduced credit hours, 5 were approved conditioned on the receipt of additional material, and 2 were denied.

1. 56653 Managing Construction Projects, 8 hrs Real Estate Related, Lorman Business Center Inc.
2. 56711 Legal Updates: Taboada v. Daly Seven, 1 hr of Legal Updates, Moseley-Dickinson Academy of Real Estate
3. 56730 Ethics In Today's Real Estate World, 4 hours of Ethics & Standards of Conduct, Dearborn Financial Publishing, Inc.
4. 56731 Ecobroker Environmental Advantage, 6 hours of Real Estate Related, EcoBroker
5. 56732 Ecobroker Energy Advantage, 6 hours of Real Estate Related, EcoBroker
6. 56733 Ecobroker Green Market Advantage, 6 hours of Real Estate Related, EcoBroker
7. 56736 2 Hour Credit Challenges, 2 hours of Real Estate Related, Alpha College of Real Estate
8. 56738 4 Hour Credit Challenges, 4 hours of Real Estate Related, Alpha College of Real Estate
9. 56762 Ethical Behavior in Real Estate Practice, 2 hrs Ethics & Standards of Conduct, Kirks Institute
10. 56770 Fundamentals of Real Estate Closing, 7 hrs Real Estate Related, Lorman Business Center, Inc.
11. 56778 Sick House? Why? 3 hours Real Estate Related, New River Valley Association of Realtors
12. 56790\* Seller Representative Specialist, Module I, II, III, IV, 12 hrs Real Estate Related, Montague Miller Real Estate Academy \*(Approved for 8 hours)
13. 56818 Foreclosures and Short Sales, 3 hrs Real Estate Related, MBH Settlement Group, L.C.
14. 56820 Foreclosures and Short Sales - A Primer, 2 hrs Real Estate Related, MBH Settlement Group, L.C.
15. 56823 Community Association Law, Insurance and Operations, 7 hrs Real Estate Related, Lorman Business Center, Inc.
16. 56846 Inspecting Interiors, 8 hours of Real Estate Related Subjects, Henderson Professional Development Seminars
17. 56847 Inspecting Roofs, 8 hours of Real Estate Related Subjects, Henderson



18. 56848 Professional Development Seminars  
Inspecting Heating and Cooling, 8 hours of  
Real Estate Related Subjects, Henderson  
Professional Development Seminars
19. 56849 Inspecting Electrical, 8 hours of  
Real Estate Related Subjects, Henderson  
Professional Development Seminars
20. 56850 Inspecting Plumbing, 8 hours of  
Real Estate Related Subjects, Henderson  
Professional Development Seminars
21. 56851 Inspecting Structure, 8 hours of  
Real Estate Related Subjects, Henderson  
Professional Development Seminars
22. 56852 Inspecting Exterior, 8 hours of  
Real Estate Related Subjects, Henderson  
Professional Development Seminars
23. 56853\* Ethical Standards of Practice, 8 hours of  
Ethics & Standards of Conduct, Henderson  
Professional Development Seminars  
\*(Approved for four hours)
24. 56854 Virginia Real Estate Mandated Law Update,  
2 hours of Fair Housing, 3 hours of Ethics  
& Standards of Conduct, 1 hour of Legal  
Updates, 1 hour of Real Estate Agency, and  
1 hour of Real Estate Contracts, Henderson  
Professional Development Seminars
25. 56857\* Selling the Earth Craft House, 3 hours  
Real Estate Related, Central Virginia  
School of Real Estate \*(Denied - not  
relevant to real estate licensure)
26. 56859 The Basics of FHA, 2 hours of Real Estate  
Related Subjects, Central Virginia School  
of Real Estate
27. 56861 Focus on Retirement, 1 hour of Real Estate  
Related Subjects, Central Virginia School  
of Real Estate
28. 56864 Mortgage Fraud and Predatory Lending:  
What Every Agent Should Know, 4 hours of  
Real Estate Related Subjects, Dearborn  
Financial Publishing, Inc.
29. 56865 Short Sales, 2 hours of Real Estate  
Related Subjects, Superior Real Estate  
School
30. 56867 Risk Management & License Law Forum:  
Agents in Jeopardy, 2 hours of Real Estate  
Related Subjects, Williamsburg Real Estate  
School

31. 56869 Legislative Update, 3 hours of Legal Updates, Williamsburg Real Estate School
32. 56871\* CRS 201 "Listing Strategies for the Residential Specialist," 16 hours of Real Estate Related Subjects, Council of Residential Specialists \*(Approved for 8 hours)
33. 56872\* CRS 200 "Business Planning & Marketing for the Residential Specialist," 16 hours of Real Estate Related Subjects, Council of Residential Specialists \*(Approved for 8 hours)
34. 56882 Affordable Mortgage Solutions for Today's Homebuyers, 3 hours of Real Estate Related Subjects, Long & Foster Institute of Real Estate
35. 56884 CRS 103 Maximize Your Potential... Personally and Professionally, 8 hours of Real Estate Related Subjects, Council of Residential Specialists
36. 56885 CRS 105 Making The Right Real Estate Finance Decisions, 8 hours of Real Estate Related Subjects, Council of Residential Specialists
37. 56886 CRS 106 Fundamentals of Real Estate Technology, 8 hours of Real Estate Related Subjects, Council of Residential Specialists
38. 56887 CRS 107 Mastering The Art of Selling New Homes, 8 hours of Real Estate Related Subjects, Council of Residential Specialists
39. 56888\* CRS 210 Building An Exceptional Customer Service Referral Business, 16 hours of Real Estate Related Subjects, Council of Residential Specialists \*(Approved for 8 hours)
40. 56889\* CRS 206 Technologies To Advance Your Business, 16 hours of Real Estate Related Subjects, Council of Residential Specialists \*(Approved for 8 hours)
41. 56890\* CRS 204 Creating Wealth Through Residential Real Estate Investments, 16 hours of Real Estate Related Subjects, Council of Residential Specialists \*(Approved for 8 hours)
42. 56891\* CRS 202 Effective Buyer Sales Strategies,

- 16 hours of Real Estate Related Subjects,  
Council of Residential Specialists  
\*(Approved for 8 hours)
43. 56892 Home Inspections In Northern Virginia,  
2 hours of Real Estate Contracts, MBH  
Settlement Group, L.C.
44. 56894 Handling and Preparing For Tenant Default,  
2 hours of Real Estate Related Subjects,  
The Real Estate School of the Richmond  
Association of Realtors
45. 56896 Revitalization in Richmond, 3 hours of  
Real Estate Related Subjects, The Real  
Estate School of The Richmond Association  
of Realtors
46. 56900 Fair Housing, 2 hours of Fair Housing,  
Long & Foster Institute of Real Estate
47. 56901 Update of Virginia Real Estate Law, 1 hour  
of Legal Updates, Long & Foster Institute  
of Real Estate
48. 56902 Essentials of Commercial Real Estate,  
8 hours of Real Estate Related Subjects,  
Henderson Professional Development  
Seminars
49. 56903 Financial & Investment Analysis/Commercial  
Real Estate, 8 hours of Real Estate  
Related Subjects, Henderson Professional  
Development Seminars
50. 56904 How To Operate Your Home, 8 hours of Real  
Estate Related Subjects, Henderson  
Professional Development Seminars
51. 56906 Property Management, 8 hours of Real  
Estate Related Subjects, Henderson  
Professional Development Seminars
52. 56907 Sales and Marketing 101 for Real Estate  
Professionals, 8 hours of Real  
Estate Related Subjects, Henderson  
Professional Development Seminars
53. 56908\* Virginia 8-Hour Mandatory Continuing  
Education Online Course, 2 hours of Fair  
Housing, 3 hours of Ethics & Standards  
of Conduct, 1 hour of Legal Updates, 1  
hour of Real Estate Agency, and 1 hour of  
Real Estate Contracts, Dearborn Financial  
Publishing DBA Recampus.com \*(Conditional  
Approval based on submission of Fair  
Housing cases)
54. 56910 Contract to Closing: Servicing Buyer &

- Seller, 3 hours of Real Estate Related Subjects, Real Estate III School of Real Estate
55. 56912 Ethics & Standards of Conduct; 1 hour of Ethics & Standards of Conduct, Dulles Area Real Estate School
  56. 56913 ABR Elective Foreclosure; 8 hours of Real Estate Related Subjects, Dulles Area Real Estate School
  57. 56917 The New Regional Sales Contract: One Year Later, 2 hrs Real Estate Contracts, NVAR
  58. 56919 Ethics for Real Estate Agents, 3 hrs Ethics & Standards of Conduct, MBH Settlement Group, L.C.
  59. 56921 Fair Housing Law, 3 hrs Fair Housing, MBH Settlement Group, L.C.
  60. 56923 Straight Stuff about Home Staging, 1 hr Real Estate Related Subjects, Charlottesville Area Association of Realtors
  61. 56925 Contract Deal Killers, 1 hr Real Estate Contracts, Charlottesville Area Association of Realtors
  62. 56927 Helping Clients Protect Their Assets, 1 hr Real Estate Contracts, Charlottesville Area Association of Realtors
  63. 56929 Ethics - Living the Code Daily, 3 hrs Ethics and Standards of Conduct, Liz Moore University
  64. 56931\* Virginia Continuing Education Mandatory Topics, 2 hrs Fair Housing, 3 hrs Ethics & Standards of Conduct, 1 hr Legal Updates, 1 hr Real Estate Agency, 1 hr Real Estate Contracts, Moseley Flint Schools of Real Estate, Inc. \*(Conditional Approval based on submission of Fair Housing cases)
  65. 56932\* Accredited Buyer Representative, 2 hrs Fair Housing, 3 hrs Ethics & Standards of Conduct, 1 hr Legal Updates, 1 hr Real Estate Agency, 1 hr Real Estate Contracts, 8 hrs Real Estate Related Subjects, Moseley Flint Schools of Real Estate, Inc. \*(Conditional Approval based on submission of Fair Housing cases)

- 66. 56933 Real Estate Fraud, 4 hrs Real Estate Related Subjects, Moseley Flint Schools of Real Estate, Inc.
- 67. 56935 Real Estate Fraud Investigations, 4 hours of Real Estate Related Subjects, Moseley Flint School of Real Estate, Inc.
- 68. 56937 Anatomy of a Real Estate Purchase and Sale Agreement, 2 hours of Real Estate Related Subjects, Virginia Association of Realtors
- 69. 56939 Basics of Going Global: Think Globally-Act Locally, 2 hours of Real Estate Related Subjects, Virginia Association of Realtors
- 70. 56941 Commercial Group Investing and Disposition (On-line), 2 hours of Fair Housing, 3 hours of Ethics & Standards of Conduct, 4 hours of Legal Updates, 1 hour of Real Estate Agency, 2 Hours of Real Estate Contracts, and 4 Hours of Real Estate Related Subjects, Virginia Association of Realtors
- 71. 56943 Motivation Through Management, 2 hours of Real Estate Related Subjects, Virginia Association of Realtors
- 72. 56944 Mortgage and Real Estate Fraud, 3 hours of Real Estate Related Subjects, Virginia Association of Realtors
- 73. 56946 It's About Leadership, 2 hours of Real Estate Related Subjects, Virginia Association of Realtors
- 74. 56947 How To List, Prospect and Succeed In A Changing Market, 2 hours of Real Estate Related Subjects, Virginia Association of Realtors
- 75. 56949 Ethics and Standards of Conduct, 3 hours of Ethics & Standards of Conduct, Virginia Association of Realtors
- 76. 56951 Ethical Dilemmas In Everyday Practice, 2 hours of Ethics & Standards of Conduct, Virginia Association of Realtors
- 77. 56953 Effective Negotiation Skills For Real Estate Brokers, 2 hours of Real Estate Related Subjects, Virginia Association of Realtors
- 78. 56955 Create A Real Estate Business For Life, 2 hours of Real Estate Related Subjects, Virginia Association of Realtors
- 79. 56957 Quality Service Certification, 3 hours of

- Real Estate Related Subjects, Virginia Association of Realtors
80. 56959 Quality Service Certification Online On-line), 4 hours of Real Estate Related subjects, Virginia Association of Realtors
81. 56961 Real Estate Agency, 3 hours of Real Estate Agency, Virginia Association of Realtors
82. 56963 Residential V Commercial Real Estate, 2 hours Fair Housing, 3 hours of Ethics & Standards of Conduct, 1 hour of Legal Updates, 1 hour of Real Estate Agency, 2 hours of Real Estate Contracts, and 7 hours of Real Estate Related Subjects, Virginia Association of Realtors
83. 56965 RESPA: HUD Enforcement Actions Show The Feds Mean Business: Are Your Agents Complying?, 2 hours of Legal Updates, Virginia Association of Realtors
84. 56967 RESPA: HUD Enforcement Actions Show The Feds Mean Business: Are Your Agents Complying?, 3 hours of Legal Updates, Virginia Association of Realtors
85. 56969 Solid Investment And Retirement Strategies For The Real Estate Professional, 2 hours of Real Estate Related Subjects, Virginia Association of Realtors
86. 56971 The Law, the Code and Arbitration, 2 hours of Real Estate Agency, Virginia Association of Realtors
87. 56973 Tools Of The Trade, 2 hours of Real Estate Related Subjects, Virginia Association of Realtors
88. 56975 Virginia Residential Landlord Tenant Act, 3 hours of Legal Updates, and 1 hour of Real Estate Related Subjects, Virginia Association of Realtors
89. 56977 World's Greatest Listing Presentation, 2 hours of Real Estate Related Subjects, Virginia Association of Realtors
90. 56985 Foundations of Real Estate Finance, 4 hours of Real Estate Related Subjects, The CE Shop Inc.
91. 56986\* 8 Hour Mandatory Continuing Education Topics, 2 hours of Fair Housing, 3 hours of Ethics & Standards of Conduct, 1 hour of Legal Updates, 1 hour of Real Estate Agency, and 1 hour of Real Estate

- Contracts, The CE Shop Inc. \*(Conditional Approval based on submission of Fair Housing cases)
92. 56988 Basics of Real Estate Taxation (On-line), 4 hours of Real Estate Related Subjects, The CE Shop Inc.
93. 56989 Contract To Keys - The Mortgage Lending Process (On-line), 4 hours of Real Estate Related Subjects, The CE Shop Inc.
94. 56990 Selling To Your Sphere Of Influence (On-line), 4 hours of Real Estate Related Subjects, The CE Shop Inc.
95. 56995\* Are You Color Blind?, 3 hours of Fair Housing, Prince William Association of Realtors Real Estate School  
\*(Conditional Approval based on submission of #5 - Course Materials)
96. 56997\* The Anatomy Of An Appraisal, 1 hour of Real Estate Related Subjects, Prince William Association of Realtors Real Estate School \*(Conditional Approval based on submission of #5 - Course Materials)
97. 56999 Think You Want To Do Commercial Real Estate?, 1 hour of Real Estate Related Subjects, Prince William Association of Realtors Real Estate School
98. 57001 Fannie Mae, 3 hours of Real Estate Related Subjects, Prince William Association of Realtors Real Estate School
99. 57003 Broker Supervision & Management of Real Estate Agents, 8 hours of Broker Supervisional Management, Henderson Professional Development Seminars
100. 57004 Easements & CCRs (Covenants Codes & Restrictions), 7 hours of Real Estate Related Subjects, Law Seminars International
101. 57006 Basics of Real Estate Finance, 3 hours of Real Estate Related Subjects, The Real Estate School Inc.
102. 57008 Negotiating In Dual Agency, 3 hours of Real Estate Agency, Virginia Association of Realtors
103. 57010\* Real Estate Continuing Education, 2 hours of Fair Housing, 1 hour of Ethics & Standards of Conduct, 2 hours of Legal Updates, 2 hours of Real Estate Agency, 1

hour of Real Estate Contracts, New River Community & Technical College. (Seeks Retroactive Approval)\*(Approved for only 1 hour of Legal Updates - Only 90 minutes on outline).

10 original applications for continuing education were considered for schools with pending applications; 8 were approved and 2 were denied.

1. 56459\* RE Taxes and Investment, 4 hours of Real Estate Related, VHA Seminars \*(Course not approved since school not approved).
2. 56725 Originating A Mortgage Loan: The Basics, 4 hours of Real Estate Related, Continuing Ed Express LLC
3. 56726 Negotiate With Confidence and Power, 4 hours of Real Estate Related, Continuing Ed Express LLC
4. 56727 The Essential Real Estate Marketing Guide, 4 hours of Real Estate Related, Continuing Ed Express LLC
5. 56728 How To Resolve Real Estate Transaction Disputes, 3 hours of Ethics & Standards of Conduct, and 1 hour of Real Estate Related, Continuing Ed Express LLC
6. 56729 Buyer Counseling: A Planned Approach, 1 hour of Real Estate Agency, and 3 hours of Real Estate Related, Continuing Ed Express LLC
7. 56773\* RE Mortgages and Credit, 4 hours of Real Estate Related, VHA Seminars \*(Course not approved since school not approved).
8. 56827 Certified Home Marketing Specialist, Positioning Prop, 8 hours of Real Estate Related, BCW2 Corporation, t/a BCW Group
9. 56855 Update on Legislation and Property Management Issues, 2 hours of Legal Updates and 4 hours of Real Estate Related Subjects, FutureLaw, LLC
10. 56856 Update on Legislation and Property Management Issues, 1 hour of Legal Updates and 2 hours of Real Estate Related Subjects, FutureLaw, LLC (Seeks Retroactive Approval).



- C. 139 post license education course applications were reviewed, of these courses:

84 previously approved post license education courses offered by approved schools were approved. Two of these approved courses had instructors who were not approved.

1. 56654 Virginia Land Use Issues (Land Use Issues), 1 hour Residential Real Estate Elective Topics, Moseley-Dickinson Academy of Real Estate (**Review of instructors**)
2. 56655 Property Owners and Condominium Association Law; Landlord Tenant Law; Real Estate Board Regulations and Statutes; Americans with Disabilities, VA Property Owners Association Act, VA Condo Act, (Property Owners' and Condominium Association Law; Landlord Tenant Law; Real Estate Board Regulations and Statutes; ADA), 3 hours Commercial Real Estate Mandatory Topics, Moseley-Dickinson Academy of Real Estate (**Review of instructors**)
3. 56656 Commercial Listing & Leasing; Current Industry Issues & Trends (Listing Property; Leasing Property; Current Industry Issues and Trends), 3 hours Commercial Real Estate Mandatory Topics, Moseley-Dickinson Academy of Real Estate (**Review of instructors**)
4. 56657 Property Valuation and Listing Process (Property Valuation/Listing Process), 3 hours Residential Real Estate Elective Topics, Moseley-Dickinson Academy of Real Estate (**Review of instructors**)
5. 56658 Virginia Finance (Finance), 3 hours Residential Real Estate Elective Topics, Moseley-Dickinson Academy of Real Estate (**Review of instructors**)
6. 56659 Business Planning (Business Planning), 2 hours Residential Real Estate Elective Topics, Moseley-Dickinson Academy of Real Estate (**Review of instructors**)
7. 56660 Selling Process (Selling Process), 3 hours Residential Real Estate Elective Topics, Moseley-Dickinson Academy of Real Estate (**Review of instructors**)

8. 56661 Virginia Technology (Technology), 3 hours  
Residential Real Estate Elective Topics,  
Moseley-Dickinson Academy of Real Estate  
**(Review of instructors)**
9. 56663 Fair Housing (Fair Housing), 3 hours  
Residential Real Estate Mandatory Topics,  
NVAR **(Review of instructor)**
10. 56664 Tenant/Landlord Relationships  
(Tenant/Landlord Relationships), 2 hours  
Property Management Elective Topics,  
Moseley-Dickinson Academy of Real Estate  
**(Review of instructor)**
11. 56666 Contract Writing and Agency (Contract  
Writing and Agency), 4 hrs Property  
Management Mandatory Topics, Moseley-  
Dickinson Academy of Real Estate **(Review  
of instructor)**
12. 56667 Rental Marketing (Rental Marketing), 2  
hrs Property Management Elective Topics,  
Moseley-Dickinson Academy of Real Estate  
**(Review of instructor)**
13. 56668 Property Management Current Industry  
Issues and Trends (Current Industry Issues  
and Trends), 2 hours of Property  
Management Elective Topics, Moseley-  
Dickinson Academy of Real Estate **(Review  
of instructor)**
14. 56669 Understanding Property Owners' and  
Condominium Associations (Understanding  
Property Owners' and Condominium  
Associations), 2 hrs Property Management  
Elective Topics, Moseley-Dickinson Academy  
of Real Estate **(Review of instructor)**
15. 56670 Contractor/Maintenance Employee  
Relationship (Contractor/Maintenance  
Employee Relationships), 2 hours Property  
Management Elective Topics, Moseley-  
Dickinson Academy of Real Estate **(Review  
of instructor)**
16. 56671 Commercial Contracts, Customer Deposits &  
Agency, Contract Writing: Handling  
Customer Deposits; Agency), 3 hours  
Commercial Real Estate Mandatory Topics,  
Moseley-Dickinson Academy of Real Estate  
**(Review of instructor)**
17. 56672 Offer to Purchase (Offer to Purchase), 3  
hours Residential Real Estate Mandatory

- Topics, Moseley-Dickinson Academy of Real Estate **(Review of instructor)**
18. 56673 VA Fair Housing (Fair Housing), 3 hours Real Estate Residential Mandatory Topics, Moseley-Dickinson Academy of Real Estate, **(Review of instructor)**
19. 56674 Agency Law in Virginia (Agency Law), 3 hours Residential Real Estate Mandatory Topics, Moseley-Dickinson Academy of Real Estate, **(Review of instructor)**
20. 56675 Real Estate Law (Real Estate Law), 3 hours Residential Real Estate Mandatory Topics, Moseley-Dickinson Academy of Real Estate **(Review of instructor)**
21. 56676 Virginia Residential Landlord/Tenant Act and Fair Housing (Virginia Residential Landlord/Tenant Act and Fair Housing), 4 hours Property Management Mandatory Topics, Moseley-Dickinson Academy of Real Estate **(Review of instructor)**
22. 56679 Board Regulations & Statutes/Escrow Management & Accounting; Ethics (Board Regulations & Statutes: Escrow Management & Accounting; Ethics, 4 hours Property Management Mandatory Topics, Moseley-Dickinson Academy of Real Estate **(Review of instructor)**
23. 56680 Appraisals; Structures & Construction Process: Uniform Statewide Building Code (Appraisals: Structures and Construction Process; Uniform Statewide Building Code, 4 hours Property Management Mandatory Topics, Moseley-Dickinson Academy of Real Estate **(Review of instructor)**
24. 56690 Ethics and Standards of Conduct (Ethics and Standards of Conduct/Current Industry Issues and Trends), 3 hours of Residential Real Estate Mandatory, Moseley-Dickinson Academy of Real Estate **(Review of Instructor)**
25. 56691 Commercial Development (Development), 1 hr of Commercial Real Estate Elective Topic, Moseley-Dickinson Academy of Real Estate **(Review of instructor)**
26. 56694 Land and Land Development (Land), 3 hrs Commercial Real Estate Elective Topics, Moseley-Dickinson Academy of Real Estate

- (**Review of instructor**)
27. 56695 Government Relations and Programs  
(Government Relations/Government Programs)  
1 hour of Commercial Real Estate Elective  
Topics, Moseley-Dickinson Academy of Real  
Estate (**Review of instructors**)
28. 56696 Commercial Property Management (Property  
Management), 2 hrs of Commercial Real  
Estate Elective Topics, Moseley-Dickinson  
Academy of Real Estate (**Review of  
Instructor**)
29. 56697 Commercial Leasing, (Leasing), 4 hours of  
Commercial Real Estate Elective Topics,  
Moseley-Dickinson Academy of Real Estate  
(**Review of instructor**)
30. 56698 Commercial Real Estate Finance, (Finance),  
2 hours of Commercial Real Estate Elective  
Topics, Moseley-Dickinson Academy of Real  
Estate (**Review of instructors**)
31. 56699 Commercial Real Estate Sales, (Sales), 3  
hrs of Commercial Real Estate Elective  
Topics, Moseley-Dickinson Academy of Real  
Estate (**Review of instructors**)
32. 56700 Market Research, (Market Research), 2  
hours of Commercial Real Estate Elective  
Topics, Moseley-Dickinson Academy of Real  
Estate (**Review of instructors**)
33. 56701 Consulting Services, (Consulting Services)  
1 hour of Commercial Real Estate Elective  
Topics, Moseley-Dickinson Academy of Real  
Estate (**Review of instructors**)
34. 56702 Commercial PL: Hospitality/Entertainment  
(Hospitality/Entertainment), 1 hour of  
Commercial Real Estate Elective Topics,  
Moseley-Dickinson Academy of Real Estate  
(**Review of instructors**)
35. 56703 Commercial PL: Franchising (Franchising),  
1 hour of Commercial Real Estate Elective  
Topics, Moseley-Dickinson Academy of Real  
Estate (**Review of instructors**)
36. 56714 Contract - Offer To Purchase, (Offer To  
Purchase), 3 hours of Residential Real  
Estate Mandatory Topics, Chesapeake Bay &  
Rivers of Real Estate (**Review of  
instructor**)
37. 56722 Fair Housing, (Fair Housing), 3 hours of  
Residential Real Estate Mandatory Topics,

- Chesapeake Bay & Rivers of Real Estate  
**(Review of instructor)**
38. 56724 Ethics & Standards of Conduct, (Ethics & Standards of Conduct/Current Industry Issues and Trends), 3 hours of Residential Real Estate Mandatory Topics, Chesapeake Bay & Rivers of Real Estate **(Review of Instructor)**
39. 56735 Ethics & Standards of Conduct (Ethics & Standards of Conduct/Current Industry Issues and Trends), 3 hours of Residential Real Estate Mandatory Topics, Montague Miller Real Estate Academy **(Review of Instructor)**
40. 56742 Conservation Real Estate, (Other Real Estate Related Course), 2 hours of Residential Real Estate Elective Topics, Blue Ridge Association of Realtors **(Review Of Instructor)**
41. 56744 Conservation Field Course, (Other Real Estate Related Course), 4 hours of Residential Real Estate Elective Topics, Blue Ridge Association of Realtors **(Review of Instructor)**
42. 56746 Conservation Real Estate (Land Use Issues), 2 hours of Residential Real Estate Elective Topics, Blue Ridge Association of Realtors **(Review of Instructor)**
43. 56748 Advanced Conservation Real Estate, (Other Real Estate Related), 4 hours of Residential Real Estate Elective Topics, Blue Ridge Association of Realtors **(Review of Instructor)**
44. 56751 Three Contingencies: Avoiding the Traps that Lurk (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, New River Valley Association of Realtors **(Review of Instructor)**
45. 56753 Office Policy Workshop (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, New River Valley Association of Realtors **(Review of Instructor)**
46. 56755 Broker Workshop: Reducing Risks and Headaches(Other Real Estate Related), 3 hours Residential Real Estate

- Elective Topics, New River Valley Association of Realtors (**Review of Instructor**)
47. 56765 Conservation Real Estate (Land Use Issues), 2 hours Residential Real Estate Elective Topics, New River Valley Association of Realtors (**Review of Instructor**)
48. 56767 Conservation Field Course (Other Real Estate Related), 4 hours Residential Real Estate Elective Topics, New River Valley Association of Realtors (**Review of Instructor**)(**New Title**)
49. 56769 Advanced Conservation Real Estate (Other Real Estate Related), 4 hours Residential Real Estate Elective Topics, New River Valley Association
50. 56772 Quality Service Certification (Other Real Estate Related), 4 hours Residential Real Estate Elective Topics, Class Act Real Estate Education Center (**Review of Instructor**)
51. 56776 Office Policy Workshop (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, New River Valley Association of Realtors (**Review of Instructor**)
52. 56781 Broker Workshop: Reducing Risks and Headaches (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, New River Valley Association of Realtors (**Review of Instructor**)
53. 56785 Are We Really Committed to Our Buyers? (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, New River Valley Association of Realtors (**Review of Instructor**)
54. 56787 Do We Really Love Our Sellers? (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, New River Valley Association of Realtors (**Review of Instructor**)
55. 56789 Do We Really Love Our Sellers? (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, New River Valley Association of Realtors (**Review of Instructor**)

56. 56798 Agency Law Demystified with 2007 Changes (Agency Law), 3 hours Residential Real Estate Mandatory Topics, NVAR (**Review of Instructors**)
57. 56801 Bankruptcy and Foreclosure (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, NVAR (**Review of Instructors**)
58. 56803 Title Insurance: What Is It? Why Get It? (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, NVAR (**Review of Instructors**)
59. 56805 What is Delivery? (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, NVAR (**Review of Instructors**)
60. 56807 Contract For Deed - An Overview of An Alternative Transaction (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, NVAR (**Review of Instructors**)
61. 56824 Virginia Technology (Technology)(On-Line), 3 hours Residential Real Estate Elective Topics, Carruthers Academy (**Review of instructor**) (**New Title**)
62. 56825 Virginia Land Issues (Land Use Issues) (On-Line), 1 hour Residential Real Estate Elective Topics, Carruthers Academy (**Review of instructor**) (**New Title**)
63. 56826 Offer to Purchase (On-Line) (Offer to Purchase), 3 hours Residential Real Estate Mandatory Topics, Carruthers Academy (**Review of instructor**) (**New Title**)
64. 56829 Agency Law in Virginia (On-Line)(Agency Law), 3 hours Residential Real Estate Mandatory Topics, Carruthers Academy (**Review of instructor**) (**New Title**)
65. 56830 Property Valuation and Listing Process (On-Line) (Property Valuation/Listing Process), 3 hours Residential Real Estate Elective Topics, Carruthers Academy (**Review of instructor**) (**New Title**)
66. 56831 Business Planning (On-Line)(Business Planning), 2 hours Residential Real Estate Elective Topics, Carruthers Academy (**Review of instructor**) (**New Title**)
67. 56832 Selling Process (On-Line)(Selling

- Process), 3 hours Residential Real Estate Elective Topics, Carruthers Academy  
**(Review of instructor) (New Title)**
68. 56833 Virginia Finance (On-Line) (Finance), 3 hours Residential Elective Topics, Carruthers Academy **(Review of instructor) (New Title)**
69. 56834 Ethics (On-Line) (Ethics & Standards of Conduct/Current Industry Issues and Trends), 3 hours Residential Real Estate Mandatory Topics, Carruthers Academy **(Review of instructor) (New Title)**
70. 56835 Virginia Fair Housing (On-Line) (Fair Housing), 3 hours Residential Real Estate Mandatory Topics, Carruthers Academy **(Review of instructor) (New Title)**
71. 56836 Real Estate Law (On-Line) (Real Estate Law), 3 hours Residential Real Estate Mandatory Topics, Carruthers Academy **(Review of instructor) (New Title)**
72. 56837 Selling Process (Selling Process), 3 hours Residential Real Estate Elective Topics, Chesapeake Bay & Rivers School of Real Estate **(Review of Instructor)**
73. 56838 Technology (Technology), 3 hours Residential Real Estate Elective Topics, Chesapeake Bay & Rivers School of Real Estate **(Review of Instructor)**
74. 56839 Real Estate Law (Real Estate Law), 3 hours Residential Real Estate Mandatory Topics, Chesapeake Bay & Rivers School of Real Estate **(Review of Instructor)**
75. 56840 Property Valuation/Listing Process (Property Valuation/Listing Process), 3 Hours Residential Real Estate Elective Topics, Chesapeake Bay & Rivers School of Real Estate **(Review of Instructor)**
76. 56841 Land Use Issues (Land Use Issues), 1 Hour Residential Real Estate Elective Topics, Chesapeake Bay & Rivers School of Real Estate **(Review of Instructor)**
77. 56842 Finance (Finance), 3 Hours Residential Real Estate Elective Topics, Chesapeake Bay & Rivers School of Real Estate **(Review of Instructor)**
78. 56843 Business Planning (Business Planning), 2 Hours Residential Real Estate Elective



- Topics, Chesapeake Bay & Rivers School of Real Estate **(Review of Instructor)**
79. 56844 Agency law (Agency Law), 3 Hours Residential Real Estate Mandatory Topics, Chesapeake Bay & Rivers School of Real Estate **(Review of Instructor)**
80. 56916 Are We Really Committed to Our Buyers? (Other Real Estate Related), 1 hour of Residential Real Estate Elective Topics, New River Valley School of Real Estate **(Review of Instructor)**
81. 56980\* Contracts: Constructing Real Estate Agreements For Your Clients (Offer To Purchase), 3 hours Residential Mandatory Topics, Virginia Association of Realtors **(Review of Instructor) \*Instructors Fowler, Freeze and Richmond were not approved.**
82. 56982\* Fair Housing: Practices To Improve Your Business and Keep You and Your Clients Out of Trouble (Fair Housing), 3 hours Residential Real Estate Mandatory Topics, Virginia Association of Realtors **(Review of Instructor) ) \*Instructors Fowler, Freeze and Richmond were not approved.**
83. 56984 The Facts About Underground Storage Tanks (Real Estate Law), 3 hours Residential Real Estate Mandatory Topics, Virginia Association of Realtors
84. 56994 From Contract to Closing (Selling Process), 3 hours Residential Real Estate Elective Topics, Chesapeake Bay & Rivers School of Real Estate **(Review of Instructor)(New Title)**

54 original applications for post license courses offered by approved schools were considered. Of these, 50 were approved, 2 were approved conditionally, and 2 were denied.

1. 56712 Legal Updates: Taboada V. Daly Seven, (Other Real Estate Related Course), 1 hour of Residential Real Estate Elective Topics, Moseley-Dickinson Academy of Real Estate
2. 56737 2 Hour Credit Challenges, (Finance), 2 hours of Residential Real Estate

- Elective Topics, Alpha College of Real Estate
3. 56739 4 Hour Credit Challenges, (Finance), 4 hours of Residential Real Estate Elective Topics, Alpha College of Real Estate
4. 56763 Ethical Behavior in Real Estate Practice (Other Real Estate Related), 2 hours Commercial Real Estate Elective Topics, Kirk Institute
5. 56779 Sick House? Why?, (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, New River Valley Association of Realtors
6. 56791\* Seller Representation(Specialist)(Property Valuation/Listing Process), 12 hours Residential Real Estate Elective Topics, Montague Miller Real Estate Academy\* (Denied - maximum of 4 hours can be submitted as PL course).
7. 56819 Foreclosures and Short Sales (Ethics & Standards of Conduct/Current Industry Issues and Trends), 3 hours Residential Real Estate Mandatory Topics, MBH Settlement Group, L.C.
8. 56821 Foreclosures and Short Sales - A Primer (Selling Process), 2 hours Residential Real Estate Elective Topics, MBH Settlement Group, L.C.
9. 56858\* Selling the Earth Craft House (Other Real Estate Related), 3 hours Residential Real Estate Elective Topics, Central Virginia School of Real Estate\* (Denied - not relevant to real estate licensure).
10. 56860 The Basics of FHA (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Central Virginia School of Real Estate
11. 56862 Focus on Retirement (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Central Virginia School of Real Estate
12. 56868 Risk Management & License Law Forum: Agents in Jeopardy (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, Williamsburg Real Estate School

13. 56870 Legislative Update (Real Estate Law), 3 hours Residential Real Estate Mandatory Topics, Williamsburg Real Estate School
14. 56883 Affordable Mortgage Solutions for Today's Homebuyers (Other Real Estate Related), 3 hours Commercial Real Estate Elective Topics, Long & Foster Institute of Real Estate
15. 56893 Home Inspections In Northern Virginia, (Selling Process), 2 hours Residential Real Estate Elective Topics, MBH Settlement Group, L.C.
16. 56895 Handling and Preparing for Tenant Default, (Leasing), 2 hours of Commercial Real Estate Elective Topics, The Real Estate School of The Richmond Association of Realtors
17. 56897 Revitalization in Richmond, (Other Real Estate Related), 3 hours of Residential Real Estate Elective Topics, The Real Estate School of The Richmond Association of Realtors
18. 56911 Contract To Closing: Servicing Buyer & Seller (Other Real Estate Related Course), 3 hours of Residential Real Estate Elective Topics, Real Estate III School of Real Estate
19. 56914 Other Real Estate Related Course (Other Real Estate Related), 4 hours of Residential Real Estate Elective Topics, Dulles Area Real Estate School
20. 56918 The New Regional Sales Contract: One Year Later (Other Real Estate Related), 2 hours Residential Real Estate Elective Topics, NVAR
21. 56920 Ethics for Real Estate Agents (Ethics & Standards of Conduct), 3 hours of Residential Real Estate Mandatory Topics, MBH Settlement Group, L.C.
22. 56922 Fair Housing Law (Fair Housing), 3 hours Residential Real Estate Mandatory Topics, MBH Settlement Group, L.C.
23. 56924 Straight Stuff about Home Staging (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Charlottesville Area Association of Realtors

24. 56926 Contract Deal Killers (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Charlottesville Area Association of Realtors
25. 56928 Helping Clients Protect Their Assets (Other Real Estate Related), 1 hour Residential Real Estate Elective Topics, Charlottesville Area Association of Realtors
26. 56930 Ethics - Living the Code Daily (Ethics and Standards of Conduct), 3 hours Residential Real Estate Mandatory Topics, Liz Moore University
27. 56934 Real Estate Fraud (Other Real Estate Related), 4 hours Residential Real Estate Elective Topics, Moseley Flint Schools of Real Estate Inc.
28. 56936 Real Estate Fraud Investigations - Post Licensing (Other Real Estate Related Course), 4 hours Residential Real Estate Elective Topics, Moseley Flint School of Real Estate, Inc.
29. 56938 Anatomy of a Real Estate Purchase and Sale Agreement (Other Real Estate Related Course), 2 hours Commercial Real Estate Elective Topics, Virginia Association of Realtors
30. 56940 Basics of Going Global: Think Globally-Act Locally (Other Real Estate Related Course), 2 hours Residential Real Estate Elective Topics, Virginia Association of Realtors
31. 56942 Commercial Group Investing and Disposition (On-line)(Other Real Estate Related Course), 4 hours Commercial Real Estate Elective Topics, Virginia Association of Realtors
32. 56945 Mortgage and Real Estate Fraud (Other Real Estate Related Course), 3 hours Residential Real Estate Elective Topics, Virginia Association of Realtors
33. 56948 How to List, Prospect and Succeed In A Changing Market ((Other Real Estate Related Course), 2 hours Residential Real Estate Elective Topics, Virginia Association of Realtors
34. 56950 Ethics and Standards of Conduct (Ethics

- and Standards of Conduct/Current Industry Issues and Trends), 3 hours Residential Real Estate Mandatory Topics, Virginia Association of Realtors
35. 56952 Ethical Dilemmas In Everyday Practice (Other Real Estate Related Course), 2 hours Residential Real Estate Elective Topics, Virginia Association of Realtors
36. 56954 Effective Negotiation Skills For Real Estate Brokers (Other Real Estate Related Course), 2 hours Commercial Real Estate Elective Topics, Virginia Association of Realtors
37. 56956 Create A Real Estate Business For Life (Business Planning), 2 hours Residential Real Estate Elective Topics, Virginia Association of Realtors
38. 56958 Quality Service Certification (Other Real Estate Related Course), 3 hours Residential Real Estate Elective Topics, Virginia Association of Realtors
39. 56960 Quality Service Certification Online (Other Real Estate Related Course)(On-line), 4 hours Residential Real Estate Elective Topics, Virginia Association of Realtors
40. 56962 Real Estate Agency (Agency Law), 3 hours of Residential Real Estate Mandatory Topics, Virginia Association of Realtors
41. 56964 Residential V Commercial Real Estate (Leasing)(On-line), 4 hours of Commercial Real Estate Elective Topics, Virginia Association of Realtors
42. 56966 RESPA: HUD Enforcement Actions Show The Feds Mean Business: Are Your Agents Complying? (Other Real Estate Related Course), 2 hours Residential Real Estate Elective Topics, Virginia Association of Realtors
43. 56968 RESPA: HUD Enforcement Actions Show The Feds Mean Business: Are Your Agents Complying? (Other Real Estate Related Course), 3 hours Residential Real Estate Elective Topics, Virginia Association of Realtors
44. 56970 Solid Investment And Retirement Strategies For The Real Estate Professional (Other

- Real Estate Related Course), 2 hours  
Residential Real Estate Elective Topics,  
Virginia Association of Realtors
45. 56972 The Law, The Code and Arbitration (Other  
Real Estate Related Course), 2 hours of  
Residential Real Estate Elective Topics,  
Virginia Association of Realtors
46. 56974 Tools Of The Trade (Other Real Estate  
Related Course, 2 hours Residential Real  
Estate Elective Topics, Virginia  
Association of Realtors
47. 56976 Virginia Residential Landlord Tenant Act  
(Tenant/Landlord Relationships) 4 hours  
Property Management Elective Topics,  
Virginia Association of Realtors
48. 56978 World's Greatest Listing Presentation  
(Selling Process), 2 hours Residential  
Real Estate Elective Topics, Virginia  
Association of Realtors
49. 56996\* Are You Color Blind? (Fair Housing), 3  
hours Residential Real Estate Mandatory  
Topics, Prince William Association of  
Realtors Real Estate School\* (Approved  
conditionally based on submission of  
Course materials)
50. 56998\* The Anatomy Of An Appraisal (Selling  
Process), 1 hour Residential Real  
Estate Elective Topics, Prince  
William Association of Realtors Real  
Estate School\* (Approved conditionally  
based on submission of Course materials)
51. 57000 Think You Want To Do Commercial Real  
Estate? (Other Real Estate Related  
Course), 1 hour Residential Real Estate  
Elective Topics, Prince William  
Association of Realtors Real Estate School
52. 57002 Fannie Mae (Finance), 3 hours Residential  
Real Estate Elective Topics, Prince  
William Association of Realtors Real  
Estate School
53. 57007 Basics of Real Estate Finance (Finance),  
3 hours Residential Real Estate Elective  
Topics, The Real Estate School Inc.
54. 57009 Negotiating In Dual Agency (Agency Law),  
3 hours Residential Real Estate Mandatory,  
Virginia Association of Realtors

1 original application for a post license education course for a school with a pending application was approved with a reduction in hours.

1. 56828\* Certified Home Marketing Specialist, Positioning Prop, (Other Real Estate Related Course), 8 hours Residential Real Estate Elective Topics, BCW2 Corporation, t/a BCW Group\* (Approved for 4 hours).

D. 19 Limited Service Agency courses were reviewed. Of these:

7 previously approved limited service agency courses offered by approved education providers were approved.

1. 56649 New Agent Services Legislation: Limited Service Agency, 2 hours Limited Service Agency, Piedmont School of Real Estate **(Review of instructors)**
2. 56740 New Agent Services Legislation: Limited Service Agency, 2 hours of Limited Service Agency, Alpha College of Real Estate **(Review of Instructor)**
3. 56774 New Agent Services Legislation: Limited Service Agency, Limited Service Agency, 2 hours Limited Service Agency, Charlottesville Area Association of Realtors **(Review of Instructor)**
4. 56777 New Agent Services Legislation: Limited Service Agency, Limited Service Agency, 2 hours Limited Service Agency, Coldwell Banker Residential Brokerage School of Real Estate **(Review of instructor)**
5. 56812 "New" Agent Services Legislation: Limited Service Agency, Limited Service Agency, Chesapeake Bay & Rivers School of RE **(Review of Instructor)**
6. 56991 New Agent Services Legislation, Limited Service Agency, William E Wood and Associates Real Estate Academy **(Review of Instructor)**
7. 57005 Limited Services Agency (On-line), Limited Service Agency, The Real Estate School Inc **(Review of Instructor)**

11 original applications for Limited Service Agency courses offered by approved education providers were approved.

1. 56692 Limited Service Agency (Correspondence), 2

- |     |       |                                                                                                                    |
|-----|-------|--------------------------------------------------------------------------------------------------------------------|
|     |       | hrs of Limited Service Agency, ACT Web Services                                                                    |
| 2.  | 56693 | Limited Service Agency, 2 hrs of Limited Service Agency, ACT Web Services                                          |
| 3.  | 56810 | 2007 New Agency Law in Virginia, 2 hours Limited Service Agency, MBH Settlement Group, L.C.                        |
| 4.  | 56822 | Limited Service Agency (Correspondence), 2 hrs of Limited Service Agency, Moseley Institute                        |
| 5.  | 56866 | Limited Service Agency, 2 hours of Limited Service Agency, Williamsburg Real Estate School                         |
| 6.  | 56898 | Limited Service Agency (Correspondence), 2 hours of Limited Service Agency, Long & Foster Institute of Real Estate |
| 7.  | 56899 | Limited Service Agency, 2 hours of Limited Service Agency, Long & Foster Institute of Real Estate                  |
| 8.  | 56905 | Limited Service Agency, 2 hours of Limited Service Agency, Henderson Professional Development Seminars             |
| 9.  | 56909 | Limited Service Agency, 2 hours of Limited Service Agency, Shenandoah Valley Training Center                       |
| 10. | 56987 | Limited Service Agency, 2 hours of Limited Service Agency, The CE Shop Inc                                         |
| 11. | 56992 | Limited Service Agency, 2 hours of Limited Service Agency, Carruthers Academy of Real Estate, LLC                  |

E. 4 pre-licensing courses were reviewed, of these courses:

2 Previously approved pre-licensing courses offered by approved schools were approved.

1. Principles of Real Estate, (60 hour salesperson), Superior Real Estate School LLC
2. Principles of Real Estate, (60 hour salesperson), Coldwell Banker Residential Brokerage School of Real Estate. (Ms Childress noted that this application was filled out perfectly).

1 original pre-licensing course offered by an approved school was approved.

1. Principles of Real Estate, (60 hour salesperson),



Cooke Real Estate School Headquarters, Inc. (**via video conferencing**)

1 original pre-licensing course offered by a school with a pending application was approved.

1. Principles of Real Estate, (60 hours salesperson), Supreme Properties Real Estate Academy

F. 10 pre-licensing instructor applications were approved.

1. James O’Kane
2. Stephen Kindrick
3. James Cain(**expert**)
4. Vickie H. Gilliland
5. Eleanor Andrea Beaver
6. Alvin L. Jackson
7. Brian Weston Green
8. Carol F. Clarke
9. Paul T. Gaye
10. Mary Randle

G. 89 continuing education instructors were approved for previously approved courses. One continuing education instructors was not approved for a previously approved course.

1. **John Schonk**, 52191, 52192, 52195, 52196, 52197, 52198, 52201, 52202, 52203, 52204, 52205, 52206, 52213, 523589, and 52360, Alpha College of Real Estate
2. **Hope Roots**, 52191, 52192, 52197, 52198, 52203, 52204, and 52213, Alpha College of Real Estate
3. **Arthur Grace**, 56508, and 56509, NVAR School of Real Estate
4. **David Field**, 56508, and 56509, NVAR School of Real Estate
5. **David Robertson**, 56508, and 56509, NVAR School of Real Estate
6. **Elizabeth Joyce**, 56508, and 56509, NVAR School of Real Estate
7. **Jackie Barrett**, 56508, and 56509, NVAR School of Real Estate
8. **Janet Boyd**, 56508, and 56509, NVAR School of Real Estate
9. **Jeff Nowak**, 56508, and 56509, NVAR School of Real Estate

10. **Jim Pope**, 56508, and 56509, NVAR School of Real Estate
11. **Jonathan Lyon**, 56508, and 56509, NVAR School of Real Estate
12. **Keith Barrett**, 56508, and 56509, NVAR School of Real Estate
13. **Lisa Bosse**, 56508, and 56509, NVAR School of Real Estate
14. **Marcus Simon**, 56508, and 56509, NVAR School of Real Estate
15. **Matthew Medaries**, 56508, and 56509, NVAR School of Real Estate
16. **Michael May**, 56508, and 56509, NVAR School of Real Estate
17. **Nathan Zaleski**, 56508, and 56509, NVAR School of Real Estate
18. **Ryan Stuart**, 56508, and 56509, NVAR School of Real Estate
19. **Sara Rodriguez**, 56508, and 56509, NVAR School of Real Estate
20. **Susan Grabill**, 56508, and 56509, NVAR School of Real Estate
21. **Todd Condron**, 56508, and 56509, NVAR School of Real Estate
22. **William Andrew Sikora**, 54717, Kendall Todd, Inc.
23. **Carl Gamien**, 54013, and 54014, Long & Foster Institute of Real Estate
24. **T. David Brown**, 54013, and 54014, Long & Foster Institute of Real Estate
25. **Gloria M. Goode**, 54013, and 54014, Long & Foster Institute of Real Estate
26. **Cheryll A. Pease**, 54013, and 54014, Long & Foster Institute of Real Estate
27. **Steven D. Underwood**, 54013, and 54014, Long & Foster Institute of Real Estate
28. **Michael F. Krage**, 54013, and 54014, Long & Foster Institute of Real Estate
29. **Melissa A. Lepore**, 54013, and 54014, Long & Foster Institute of Real Estate
30. **Tatiana Ivleva**, 54013, and 54014, Long & Foster Institute of Real Estate
31. **Jennifer DuPlessis**, 54013, and 54014, Long & Foster Institute of Real Estate
32. **Brian DuPlessis**, 54013, and 54014, Long & Foster Institute of Real Estate
33. **Robert J. Nielsen**, 54013, and 54014, Long & Foster Institute of Real Estate

34. **Richard Reass**, 53571, 53572, and 56350, Long & Foster Institute of Real Estate
35. **Jarrett Shaffer**, 53571, 53572, and 56350, Long & Foster Institute of Real Estate
36. **Kevin Hull**, 53573, 53574, and 54405, Long & Foster Institute of Real Estate
37. **Marion Clark**, 13302, 52590, and 53570, Long & Foster Institute of Real Estate
38. **Linda Bass**, 52308, 52446, 52701, 52704, 53364, 53365, 53572, 54009, 54019, 56047, 56348, 56350, 56352, 56354, and 56378, Long & Foster Institute of Real Estate
39. **Rob Daniel**, 52308, 52446, 52701, 52704, 53364, 53365, 53572, 54009, 54019, 56047, 56348, 56350, 56352, 56354, and 56378, Long & Foster Institute of Real Estate
40. **John Keller**, 52308, 52446, 52701, 52704, 53364, 53365, 53572, 54009, 54019, 56047, 56348, 56350, 56352, 56354, and 56378, Long & Foster Institute of Real Estate
41. **Liz Kilby**, 52308, 52446, 52701, 52704, 53364, 53365, 53572, 54009, 54019, 56047, 56348, 56350, 56352, 56354, and 56378, Long & Foster Institute of Real Estate
42. **El Luther**, 52308, 52446, 52701, 52704, 53364, 53365, 53572, 54009, 54019, 56047, 56348, 56350, 56352, 56354, and 56378, Long & Foster Institute of Real Estate
43. **Ron Miscavige**, 52308, 52446, 52701, 52704, 53364, 53365, 53572, 54009, 54019, 56047, 56348, 56350, 56352, 56354, and 56378, Long & Foster Institute of Real Estate
44. **Paul McGirt**, 52308, 52446, 52701, 52704, 53364, 53365, 53572, 54009, 54019, 56047, 56348, 56350, 56352, 56354, and 56378, Long & Foster Institute of Real Estate
45. **Tanya Monroe**, 52308, 52446, 52701, 52704, 53364, 53365, 53572, 54009, 54019, 56047, 56348, 56350, 56352, 56354, and 56378, Long & Foster Institute of Real Estate
46. **Anne O'Kane**, 52308, 52446, 52701, 52704, 53364, 53365, 53572, 54009, 54019, 56047, 56348, 56350, 56352, 56354, and 56378, Long & Foster Institute of Real Estate
47. **Ann Rudolph**, 52308, 52446, 52701, 52704, 53364, 53365, 53572, 54009, 54019, 56047, 56348, 56350,

- 56352, 56354, and 56378, Long & Foster Institute of Real Estate
48. **Roger Smith**, 52308, 52446, 52701, 52704, 53364, 53365, 53572, 54009, 54019, 56047, 56348, 56350, 56352, 56354, and 56378, Long & Foster Institute of Real Estate
  49. **Wendy Roenker**, 54008, 54009, 54011, and 54012, Long & Foster Institute of Real Estate
  50. **Constance Vandervelde**, 54008, 54009, 54011, and 54012, Long & Foster Institute of Real Estate
  51. **Linda Bass**, 52317, 53361, 53571, 54008, 54011, 56046, 56347, 56349, 56351, 56353, 56377, Long & Foster Institute of Real Estate
  52. **Rob Daniel**, 52317, 53361, 53571, 54008, 54011, 56046, 56347, 56349, 56351, 56353, 56377, Long & Foster Institute of Real Estate
  53. **John Keller**, 52317, 53361, 53571, 54008, 54011, 56046, 56347, 56349, 56351, 56353, 56377, Long & Foster Institute of Real Estate
  54. **Liz Kilby**, 52317, 53361, 53571, 54008, 54011, 56046, 56347, 56349, 56351, 56353, 56377, Long & Foster Institute of Real Estate
  55. **El Luther**, 52317, 53361, 53571, 54008, 54011, 56046, 56347, 56349, 56351, 56353, 56377, Long & Foster Institute of Real Estate
  56. **Ron Miscavige**, 52317, 53361, 53571, 54008, 54011, 56046, 56347, 56349, 56351, 56353, 56377, Long & Foster Institute of Real Estate
  57. **Paul McGirt**, 52317, 53361, 53571, 54008, 54011, 56046, 56347, 56349, 56351, 56353, 56377, Long & Foster Institute of Real Estate
  58. **Tanya Monroe**, 52317, 53361, 53571, 54008, 54011, 56046, 56347, 56349, 56351, 56353, 56377, Long & Foster Institute of Real Estate
  59. **Anne O'Kane**, 52317, 53361, 53571, 54008, 54011, 56046, 56347, 56349, 56351, 56353, 56377, Long & Foster Institute of Real Estate
  60. **Ann Randolph**, 52317, 53361, 53571, 54008, 54011, 56046, 56347, 56349, 56351, 56353, 56377, Long & Foster Institute of Real Estate
  61. **Roger Smith**, 52317, 53361, 53571, 54008, 54011, 56046, 56347, 56349, 56351, 56353, 56377, Long & Foster Institute of Real Estate
  62. **Junius Baker**, 56627, and 56628, CBRB School of Real Estate
  63. **George T. Maultsby, Jr.**, 51957 and 51958, CBRB School of Real Estate

64. **Michael Fagan**, 51957 and 51958, CBRB School of Real Estate
65. **Michael Ostrowski**, 51957 and 51958, CBRB School of Real Estate
66. **Harris Hester**, 54580 and 54581, CBRB School of Real Estate
67. **Thomas Short**, 54580 and 54581, CBRB School of Real Estate
68. **Bob Egan**, 54580 and 54581, CBRB School of Real Estate
69. **Thomas Romero**, 54580 and 54581, CBRB School of Real Estate
70. **Tina Zimmerman**, 52416 and 54466, CBRB School of Real Estate
71. **Craig Wolf**, 52416 and 54466, CBRB School of Real Estate
72. **Sally Yaney**, 52416 and 54466, CBRB School of Real Estate
73. **Michele Fine**, 52029, 53785, 54464, 54465, 54569, 54570, 54571, 54572, 54763, 55827, 55828, 56439, and 56440, CBRB School of Real Estate
74. **Corine Godman**, 52029, 53785, 54464, 54465, 54569, 54570, 54571, 54572, 54763, 55827, 55828, 56439, and 56440, CBRB School of Real Estate
75. **Priscilla Brown Sims**, 52029, 53785, 54464, 54465, 54569, 54570, 54571, 54572, 54763, 55827, 55828, 56439, and 56440, CBRB School of Real Estate
76. **Michael Myers**, 52029, 53785, 54464, 54465, 54569, 54570, 54571, 54572, 54763, 55827, 55828, 56439, and 56440, CBRB School of Real Estate
77. **Carol Wildesen**, 52029, 53785, 54464, 54465, 54569, 54570, 54571, 54572, 54763, 55827, 55828, 56439, and 56440, CBRB School of Real Estate
78. **Scott Mozingo**, 52029, 53785, 54464, 54465, 54569, 54570, 54571, 54572, 54763, 55827, 55828, 56439, and 56440, CBRB School of Real Estate
79. **Lee Snyder**, 52029, 53785, 54464, 54465, 54569, 54570, 54571, 54572, 54763, 55827, 55828, 56439, and 56440, CBRB School of Real Estate
80. **Matthew Hurd**, 52029, 53785, 54464, 54465, 54569, 54570, 54571, 54572, 54763, 55827, 55828, 56439, and 56440, CBRB School of Real Estate
81. **Randy Rothstein**, 52029, 53785, 54464, 54465, 54569, 54570, 54571, 54572, 54763, 55827, 55828, 56439, and 56440, CBRB School of Real Estate

82. **Lisa A. Johnson**, 52029, 53785, 54464, 54465, 54569, 54570, 54571, 54572, 54763, 55827, 55828, 56439, and 56440, CBRB School of Real Estate
83. **Kimberly Caspari**, 52029, 53785, 54464, 54465, 54569, 54570, 54571, 54572, 54763, 55827, 55828, 56439, and 56440, CBRB School of Real Estate
84. **Louis Pontani**, 52029, 53785, 54464, 54465, 54569, 54570, 54571, 54572, 54763, 55827, 55828, 56439, and 56440, CBRB School of Real Estate
85. **Barbara Joyce**, 52029, 53785, 54464, 54465, 54569, 54570, 54571, 54572, 54763, 55827, 55828, 56439, and 56440, CBRB School of Real Estate
86. **Joyce Diggs**, 51876, 52047, 51944, 51956, 51942, 51968, 51945, 51960, 54537, 51955, 51943, 52032, 53785, 52029, 54460, 54461, 55910, 55911, 52031, 53678CBRB School of Real Estate
87. **Sherman McDaniel**, 51876, 52047, 51944, 51956, 51942, 51968, 51945, 51960, 54537, 51955, 51943, 52032, 53785, 52029, 54460, 54461, 55910, 55911, 52031, 53678CBRB School of Real Estate
88. **Mary Chieppa**, 51876, 52047, 51944, 51956, 51942, 51968, 51945, 51960, 54537, 51955, 51943, 52032, 53785, 52029, 54460, 54461, 55910, 55911, 52031, 53678CBRB School of Real Estate
89. **George Test**, 51876, 52047, 51944, 51956, 51942, 51968, 51945, 51960, 54537, 51955, 51943, 52032, 53785, 52029, 54460, 54461, 55910, 55911, 52031, 53678CBRB School of Real Estate

**Nancy D. Fortune** was not approved to teach 54013, and 54014, Long & Foster Institute of Real Estate

#### H. Other Business

1. The Committee approved for Board consideration the following language concerning the “Financial Responsibility” requirement for Board-approved education providers:

The Board requires every education provider applicant to submit a CPA-certified letter attesting to the applicant’s net worth, or a balance sheet/financial statement certified to be accurate by the applicant, and any other information that reflects the applicant’s financial position to ensure that Board-approved education providers meet the “financial responsibility” requirement pursuant to § 54.1-2105.02.A of the *Code of Virginia*.

2. The Committee recommended that the Board seeks ways to reduce the volume of paper generated by the education provider application process.

I. Public Comment

1. The Committee affirmed that original applications must include all required attachments in response to Lili Paulk of the Virginia Association of Realtors.
2. The Committee affirmed that new applications for previously approved courses that use the same approved instructors can be approved administratively by staff without Committee/Board approval in response to Deana Wilson of Alpha College of Real Estate.
3. The Committee recommended that the Board's "Post Education and Continuing Education Course Approval Application" be amended to include a continuing education for brokers category for courses "relating to supervision and management of real estate agents and the management of real estate brokerage firms" pursuant to § 54.1-2105.03.A.1.b of the *Code of Virginia* in response to Lili Paulk of the Virginia Association of Realtors.
4. The Committee welcomes and encourages the participation and input of the real estate education provider community during the public comment phase of the Real Estate Board's regulatory review process in response to Deana Wilson of Alpha College of Real Estate.

There being no further business nor public comment, the meeting adjourned at 4:50 p.m.

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R. Schaefer Oglesby, Chairman

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Jay W. DeBoer, Secretary